



# Department of Defense INSTRUCTION

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March 7, 1994  
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SUBJECT: Smoke-Free Workplace

- References:
- (a) DoD Directive 1010.10, "Health Promotion," March 11, 1986
  - (b) DoD Instruction 6055.1, "DoD Occupational Safety and Health Program," October 26, 1984
  - (c) National Institute for Occupational Safety and Health (NIOSH) Current Intelligence Bulletin (CIB) 54, "Environmental Smoke in the Workplace," June 1991
  - (d) Environmental Protection Agency (EPA) Report, "Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders", December 1992
  - (e) Chapter 71 of Title 5, United States Code, "The Federal Service Labor Relations Act (FSLRA)"

## A. PURPOSE

This Instruction:

1. Establishes policy, assigns responsibilities, and prescribes procedures for a smoke-free workplace for the Department of Defense under reference (a).
2. Reduces workplace hazards, improves working conditions, reduces costs, and furthers the occupational health goals of reference (b).

## B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Uniformed Services University of the Health Sciences, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").
2. All DoD military and appropriated and non-appropriated funded civilian personnel.
3. All visitors, contractors and personnel of other agencies and businesses that operate within or visit DoD workplaces.

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### C. DEFINITIONS

1. Environmental Tobacco Smoke (ETS). Also referred to as secondhand or passive smoke. Exhaled and/or sidestream smoke emitted from smokers and the burning of cigarettes, cigars, and pipe tobacco. A major source of harmful indoor air pollution and known cause of lung cancer, respiratory illness, and heart disease. (See National Institute for Occupational Safety and Health Current Intelligence Bulletin 54 and the Environmental Protection Agency's Report (references (c) and (d))).

2. Workplace. Any DoD-owned or that portion of any DoD-leased building where work is performed by DoD military or civilian personnel. Such facilities as bachelor and family housing, prison quarters, clubs, and restaurants are not considered workplaces. Policy concerning smoking in bachelor and individual housing, eating facilities, and vehicles is provided in DoD Directive 1010.10 (reference (a)).

### D. POLICY

It is DoD policy to:

1. Protect all DoD civilian and military personnel from the health hazards caused by exposure to tobacco smoke. Reference (c) confirms ETS as a potential occupational carcinogen and a risk factor for heart disease.

2. Ban smoking of tobacco products in all DoD workplaces.

3. Designate outdoor smoking areas, when possible, which are reasonably accessible to employees and provide a measure of protection from the elements. Since ETS is classified as a potential occupational carcinogen, exposures to ETS must be reduced to the lowest feasible concentration. Therefore, smoke-break areas shall only be outdoors and away from common points of ingress and/or egress into the workplace. Indoor designated smoking areas; e.g., hallways, stairways, restrooms, telephone booths, private offices are prohibited.

### E. RESPONSIBILITIES

1. The Under Secretary of Defense (Acquisition and Technology) shall oversee and review the implementation of this Instruction.

2. The Heads of the DoD Components shall establish smoke-free workplace policies and programs in accordance with this Instruction.

F. PROCEDURES

Each DoD Component shall:

1. Control worker exposure to ETS by eliminating smoking in the workplace.
2. Provide effective smoking cessation programs at all levels of command and continue to expand the programs, as needed, as part of implementing these restrictions. Due to the highly addictive nature of tobacco, place program emphasis on primary prevention practices that will motivate DoD personnel not to start smoking, as well as, to motivate users to quit smoking. Anti-smoking education messages will be provided to all personnel. High risk personnel, such as those with chronic respiratory and cardiac conditions, and those who are part of special occupational groups, such as asbestos workers, will receive medical counseling about the risks of smoking. Lectures, films, pamphlets, and other forms of health promotion shall incorporate the latest available medical research information on smoking, health, and treatment.
3. Provide information on the health risks posed by involuntary inhalation of ETS in health promotion education programs.
4. Prior to implementation of a smoke-free workplace in accordance with this Instruction, meet obligations in Chapter 71 of 5th U.S.C. (reference (e)).

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Because implementation will require some effort; e.g., Federal Service Labor Relations Act responsibilities, smoking cessation classes to assist employees, etc., implementation shall commence on April 8, 1994. Forward one copy of implementing documents to the Under Secretary of Defense (Acquisition and Technology) within 120 days.

  
John M. Deutch

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